



Exit Interview Form

Employee Interviewed:	Date:	Conducted By:

For what reason(s) are you leaving?

What is your understanding of the events leading up to your separation from employment with this organization?

What is your opinion of the supervision you received?

What did you most like and dislike about this organization and its policies?

What do you recommend that the organization change, if anything?

What is your opinion of the working conditions at this organization?

How do you feel about the pay? Benefits?

What is your opinion about the training you received?

Did you experience or witness discrimination, harassment, or other illegal conduct during your tenure with this organization?

Have you obtained a new job? Yes ___ No ___ If yes, please tell us:

Employer's name: _____ Address: _____

Position title: _____ Starting salary: _____

What do you see as most attractive about your new job?

Additional Comments:



...find the answer here
www.nonprofitrisk.org

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Exit Conference Form

I have returned all property belonging to the [Name of Nonprofit], including keys, credit cards, and equipment.

I understand that during my employment I had access to confidential information about [Name of Nonprofit] and its clients and I agree to keep this information confidential.

I understand that it is the [Name of Nonprofit]'s policy [to][not to] provide reference information to individuals calling about former employees and that the [Name of Nonprofit] will [only provide confirmation of dates of employment, compensation and title] respond truthfully to questions asked by the person contacting [Name of Nonprofit] seeking information about my employment history and qualifications for employment, which I authorize [Name of Nonprofit] to do.

Signed: _____ Date: _____

For [Name of Nonprofit]: _____